

## VENUE & EQUIPMENT BOOKING FORM

**Details of Hirer:**

Organisation\Name:.....

Client Group:

(Tick one)                      School/EC                      Community                      Commercial/Tertiary                      Youth Group

Contact Name:.....

Billing Address:.....

.....

Purchase Order No.:(if any) .....

Telephone Number/s:.....Mobile Contact .....

Email Address:.....

**Venue required:**

**Rangitumau Room**

**Pukeatua Room**

**Aorangi Room**

(Tick one)

**MTLT Education Centre**

**The Spot Back**

**Castlepoint Ed Centre**

Date/s Required	Start Time	Finish Time	Equipment	Consumables
			Specify Below	Specify Below
			Specify Below	Specify Below
			Specify Below	Specify Below

**Equipment Required:**

**Data projector**

**Internet connection**

**Laptop**

**Consumables**

**Tea / Coffee**

**(Number of people.....)**

**Equipment/Special instructions or requests:**.....

.....

I/We confirm that I/we have read and accept the Terms and Conditions of Hire.

Yes

I/We accept that there is a call-out fee of \$50 to issue a key out of hours.

Yes

Signed:.....Dated.....

**NB: Adding your name indicates you have signed this form**

*For REAP office use only:*

Booking Taken By	Calendar Updated	Invoiced	No Charge Authorisation